



**DEPARTMENT OF JUSTICE
BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES**

INFORMATIONAL PACKET

**INSPECTOR POSITIONS
Grades 5, 7, and 9**

WANT TO BE AN INSPECTOR?

Inspectors are the backbone of Bureau of Alcohol, Tobacco, Firearms and Explosives' (ATF) regulatory mission. They examine firearms dealers' records; explosives businesses and alcohol beverage producers; verify inventories; and work to ensure product integrity. Inspectors travel frequently to conduct on-site visits. Working with special agents, inspectors investigate illegal firearms trafficking and alcohol and tobacco diversion violations.

ATF also administers certain environmental programs, such as efforts to contain water pollution by its regulated industries. ATF provides free technical and scientific assistance to state and local law enforcement agencies. ATF is the central agency for all gun tracing and responds to all requests for criminal laboratory work and is the central agency for bomb investigations at the Federal level.

Applications for position openings will ONLY be accepted in response to a specific ATF Job Information Notice or Vacancy Announcement.

Please visit the ATF Internet web site at www.atf.gov or call the ATF Recruitment and Hiring Center at (202) 927-5690.

POSITION INFORMATION	SALARY AND BENEFITS
<p>Position Title and Grade Levels: Alcohol, Tobacco, Firearms and Explosives (ATF) Inspector, GS-1854, Grade Levels 5, 7 and 9.</p> <p>Major Duties: Conducts inspections and investigations to carry out the regulatory responsibilities of the alcohol, tobacco and explosives industries. Determines if tax liabilities have been correctly established and paid. Assists in determining the collectibility of delinquent accounts, securing delinquent tax returns, conducting tax investigations, and counseling taxpayers as to their obligations. Also assists in work involving credit analyses and evaluation of assets, filing levies and tax liens, and seizures and sales of property. Determines if operations being conducted are in accordance with laws and regulations. Determines if beverage alcohol markets are free of illegal practices that tend to restrain free and open competition. Determines if persons desiring to enter business in the regulated industries meet established legal requirements for obtaining a federal permit or license to conduct operations. Prepares reports detailing the facts found and whether or not the business is operating in accordance with law and regulation. Makes inspections of firearms industry to determine accountability of inventory and records. Educates firearms industry on how to prevent improper sales and identify any possible firearms traffickers. Inspects members of the explosives industry to ensure compliance with record keeping and storage requirements.</p>	<p>Base Annual Salary Range for Year 2003</p> <p>\$23,442 (grade 5) to \$35,519 (grade 9) (Salary range excludes locality pay)</p> <p>Promotion Potential: The full performance level for this position is grade 12 (\$51,508 - \$66,961).</p> <p>Benefits:</p> <ul style="list-style-type: none"> • Annual leave (vacation time) is earned at the rate of 13 – 26 days per year, with a maximum accumulation of 240 hours per year • Sick leave is earned at the rate of 13 days per year and may be accumulated without limit. • 10 paid holidays • Low cost Health Insurance with the option to choose from a variety of plans. • Low cost Life Insurance • Federal Employee Retirement System (FERS) Benefits. • Tax-deferred Thrift Savings Plan (TSP) • Health Improvement (Physical Fitness) Program
	<p>CONDITIONS OF EMPLOYMENT</p> <ul style="list-style-type: none"> • Applicant must be physically able to handle the physical requirements of the position. • Successfully complete a background investigation for a top secret clearance. • Incumbent must be a U.S. Citizen. • A valid motor vehicle driver's license is required. • Applicants will not be reimbursed for relocation expenses, unless you are currently an ATF employee.
<p>HIRING INFORMATION</p> <p><u>Federal Career Intern Program:</u> Selectees for the Inspector positions will be appointed in the excepted service (Schedule B) for a period not to exceed 2 years. Upon successful completion of the internships, the interns will be eligible for noncompetitive conversion to career or career-conditional appointments. Throughout the internship, the employee must participate in a formal training program and job assignments to develop competencies appropriate to ATF's mission and needs. <u>Note:</u> The Outstanding Scholar Program <u>cannot</u> be used when hiring under the Federal Career Intern Program.</p> <p><u>Administrative Careers With America (ACWA):</u> Applicants for the GS-5 and GS-7 will be required to take a written examination administered by the Office of Personnel Management (OPM). Applicants that qualify for the GS-9 are not required to take the ACWA examination.</p>	<p>ADDITIONAL INFORMATION</p> <ul style="list-style-type: none"> • To be eligible for Federal employment, male applicants born after December 31, 1959, must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law. • ATF provides reasonable accommodations to applicants with disabilities. If you need accommodations for any part of the application process or during the hiring process, contact the Recruitment and Hiring Center. The decision on granting reasonable accommodations will be on a case-by-case basis.

QUALIFICATION REQUIREMENTS: In addition to passing a written examination (for the GS-5 and 7), applicants must meet ONE of the qualification requirements listed below the grade level for which they applying:

BASIC QUALIFICATIONS FOR GRADE 5	BASIC QUALIFICATIONS FOR GRADE 7	BASIC QUALIFICATIONS FOR GRADE 9
<p><u>Experience:</u> Three years of general experience, one year of which was equivalent to at least the GS-4 level of the Federal service. General experience is progressively responsible experience that demonstrates the ability to (1) analyze problems to identify significant factors, gather pertinent data, and recognize solutions; (2) plan and organize work; and (3) communicate effectively orally and in writing.</p> <p>OR</p> <p><u>Education:</u> Successful completion of a full 4-year course of study in any field leading to a bachelor's degree. This education must have been obtained at an accredited college or university.</p> <p>OR</p> <p><u>Combination of Experience and Education:</u> A combination of general experience and undergraduate education may be used to meet the total requirements for this position.</p>	<p><u>Specialized Experience:</u> One year of specialized experience equivalent to at least the GS-5 level of the Federal service that is in or related to the work of this position, and equipped the applicant with the knowledge, skills, and abilities to successfully perform the duties of this position as described above. Specialized experience is experience that demonstrated knowledge of at least one of the following areas:</p> <ul style="list-style-type: none"> • Federal laws and regulations regarding the production, processing, storage, distribution, and tax system of distilled spirits, wine, beer, alcohol products, and the manufacture, distribution, and transfer of firearms and explosives. • Equipment, operations, records, and processes at distilled spirits plants, wineries, breweries, tobacco factories and used in the firearms and explosives manufacture and distribution trade. • Principles and practices of accounting or auditing (less than full professional knowledge). • Inspection or investigative techniques. <p>In addition to the knowledge described above, applicants must have demonstrated ability in <i>all</i> of the following areas:</p> <ul style="list-style-type: none"> • Ability to recognize situations where tax revenue may be endangered; • Ability to solve problems and devise techniques for accomplishing work objectives where few precedents or guidelines are available; • Ability to deal with others with poise, tact, and good judgment; and • Ability to organize information and communicate it orally and in writing. <p>OR</p> <p><u>Education:</u> Successful completion of one full year (18 semester hours) of progressively higher-level graduate education in a field of study related to this position such as business management, accounting, auditing, tax law, or business law.</p> <p>OR</p> <p><u>Superior Academic Achievement (SSA):</u> To qualify for SSA, applicants must have completed all the requirements for a bachelor's degree in any field, AND must meet one of the following:</p> <ol style="list-style-type: none"> 1. A grade point average of "B" (a GPA of 2.95 or higher out of a possible 4.0) for all completed undergraduate courses, or those completed in the last two years of undergraduate study. 2. A grade point average of "B+" (a GPA of 3.45 or higher out of a possible 4.0) for all courses in your major field of study, or those courses in your major completed in the last two years of undergraduate study. 3. Rank in the upper one-third of your class in the college, university, or major subdivision. 4. Membership in a national honor society (other than freshman honor societies) recognized by the Association of College Honor Societies. <p>** If more than 10 percent of your courses were taken on a pass/fail basis, your claim must be based on class standing or membership in an honorary society.</p>	<p><u>Specialized Experience:</u> One year of specialized experience equivalent to at least the GS-7 level. The applicant must have knowledge, skills, and abilities using one of the experiences described under the requirements for the GS-7.</p> <p>OR</p> <p><u>Education:</u> Successful completion of two years (32 semester hours) of progressively higher-level graduate education in a field of study related to this position such as business management, accounting, auditing, tax law, or business law.</p> <p>OR</p> <p>A master's degree or other graduate degree such as a LL.B, J.D., etc.</p>